



## HUNTLY COLLEGE

### 6. Health and Safety Policy

#### RATIONALE

To provide a safe environment for all staff and students at Huntly College.

#### PURPOSE

Huntly College will take all practicable steps to ensure the safety of staff, students, visitors and contractors by complying with relevant Health and Safety legislation, standards and codes of practices and the Vulnerable Children Amendment Act 2017.

#### GUIDELINES

1. All staff having individual responsibility for health and safety.
2. All staff
  - Being informed of
  - Understanding, and
  - Accepting their responsibility for eliminating or minimising the potential for harm to people at their workplace, including contractors, other staff and visitors being informed of any results of our monitoring their work area.
3. Ensuring staff are consulted on and given the opportunity to participate in Health and Safety management.
4. Ensuring union and other employee representatives are consulted regarding Health and Safety management.
5. Ensuring schools have an effective method for identifying hazards. Significant hazards will then be controlled by:
  - Eliminating or isolating any hazard that arises out of the school or school environment likely to cause harm to staff, students or other people
  - Minimising the effects of hazards, if they cannot be practicably eliminated or isolated.
6. Creating and maintaining a safe working environment. This includes providing facilities for staff health and safety at work.
7. Having in place plans and procedures for all foreseeable emergencies that may arise in the workplace.
8. Providing appropriate orientation, training and supervision for all new and existing staff.
9. Having effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors.
10. Accurate recording, reporting and investigating injuries, including the notification of serious harm and accidents.
11. Board of Trustees commitment to the continuous improvement in Health and Safety and to comply with all relevant Health and Safety legislation.
12. Supporting the safe and early return to work of injured employees.
13. Ongoing evaluation, review and updating of our compliance with our Health and Safety Programme and this policy.

## **REPORTING ACCIDENT OR SERIOUS HARM**

### **WorkSafe New Zealand**

Postal Address: The Registrar  
WorkSafe NZ  
P O Box 105-146  
Auckland 1143

Email: [Seriousharm.notification@worksafe.govt.nz](mailto:Seriousharm.notification@worksafe.govt.nz)

Phone: 0800 030 040

Fax: 09 984 4115

Form to be completed, refer to website:

<http://www.business.govt.nz/worksafe/notifications-forms/accident-serious-harm> and returned to WorkSafe New Zealand.

### **Associated Guidelines and Procedures**

- 6.1 Student behaviour (502)
- 6.2 Discipline (YTD508)
- 6.3 PB4L Guidelines
- 6.4 Drugs and Alcohol (503) - Illegal substances and items (drugs, alcohol, offensive weapons or anything else considered unwanted and 6.4 unnecessary at College)
- 6.5 Health and Safety – Transport Safety (504) - Transport (ferrying of students, use of transport)
- 6.6 Civil Defence / Emergency (lockdown, fire)
- 6.7 Traumatic Incident Response (505, 505.1, 505.2, 505.3)
- 6.8 Child Protection Policy (507)
- 6.9 Confiscation of Property Procedure (402)
- 6.10 EOTC and Management Guidelines (105, 105.1)
- 6.11 Huntly College Rules and Regulations
- 6.12 Use of Physical Restraint Procedure

### **Relevant Legislation**

Vulnerable Children's Act

**Review schedule:** Triennially